



**VAN WERT PARKS AND RECREATION DEPT.**  
**Attn: Field Reservations**  
**515 E. MAIN ST.**  
**Van Wert, Ohio 45891**  
**Phone: 238-9121 Fax: 238-2472**  
**Field Use Contract**

Name \_\_\_\_\_ Organization \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone: Home \_\_\_\_\_ Work/Cell \_\_\_\_\_ Activity \_\_\_\_\_ Est. Attendance \_\_\_\_\_

I hereby request use of the following facility /facilities:

Park _____	Field(s) # _____	Date _____	Time _____	Fee _____
Park _____	Field(s) # _____	Date _____	Time _____	Fee _____
Park _____	Field(s) # _____	Date _____	Time _____	Fee _____

**Base Distance** \_\_\_\_\_ **Pitching Distance** \_\_\_\_\_ Fee for Lights if Requested \_\_\_\_\_

Will these fields be used for tournament games? Yes \_\_\_\_\_ No \_\_\_\_\_ **Total Field Use Fee** \_\_\_\_\_

Comments:

Security Deposit  
 (#Fields x \$25) \_\_\_\_\_

Security Deposit & 50% Field/ Use Fee \_\_\_\_\_

Date Security Deposit & 50% Field Use Fee Due \_\_\_\_\_

Total Due \_\_\_\_\_

**Date Balance Due** \_\_\_\_\_

**Fees**

**Softball** – Smiley Park, Jubilee Park - \$75 per field per day. **Lights** – Smiley Park, \$50 per field  
**Soccer Fields** - \$75 per field per day:

A refundable security deposit of \$25.00 per field(s) is required. The deposits will be refunded within 21 working days if field(s) are left in good condition and no additional charges have been incurred.

**Softball/Soccer Field Reservation Procedure**

- Review and sign the contract. Return the contract to the Van Wert Parks and Recreation Department with the security deposit and a deposit of 50% of the field/court(s) use fees by the above listed date. If the signed contract and deposit haven't been received by the above listed date your reservation will be cancelled. **Make checks payable to "City of Van Wert"**. Attach a copy of your tournament or league schedule to the field use contract.
- After approval by the Park Director, the contract will be returned to you as confirmation and should be taken with you the day of the event.
- The balance of the field(s) use fee is due 72 hours prior to the rental date. If the event is rained out, field(s) use fees may either be transferred to another date if available or refunded. A partial refund may be requested for partial rain outs.
- We require 7 days notice if canceling or reducing the number of fields/courts needed. If less than 7 days notice is given, no refund will be issued. If additional fields/court(s) are needed we require a 3-day notice.

**Rules for Field Use**

- Vehicles **ARE NOT** permitted off roads or parking lots unless prior arrangements have been made with the Parks and Recreation Department.
- Field lights are available for an additional fee (see rates above). Lights must be turned off **no later than 11:10 p.m.**
- Damage to park facilities is your responsibility. Use of fields in inclement weather or attempts to improve field conditions by digging, excessive dragging or brooming, and the depositing of unacceptable fill is prohibited. In the event of inclement weather, permit holders **MUST** call the Director concerning field use. The City may seek further payment to compensate for any damage and future field use will be jeopardized.
- Games may start at 8:00 a.m. on Saturdays and holidays and 9:00 a.m. on Sundays. Games must be finished by 11:00 p.m. (Game start times may be adjusted if facility is needed for a parks and recreation department functions)
- Litter associated with your event is to be placed in the containers provided.**
- Park rules on the reverse side of this form are to be followed.
- Rain dates can't be booked at the time a reservation is taken.
- Violation of any of the above rules may result in forfeiture of any deposits.
- Base lengths and pitchers mound distance vary please advise distances on application. The fee includes dragging and lining each diamond one time. There will be additional fee of \$50 per field for re-dragging and lining of a field.
- The individual/organization renting the facility agrees to abide by the Lightning Rule. Play must be ceased if there is lightning observed with play stopped for half an hour. Play can resume once no lightening is in the area.**
- All contracts are for the named organization. No sub-contracting of fields is permitted under any circumstance.**

**ALL PLAYERS AND COACHES MUST STAY OFF OF ALL THE FIELDS UNTIL ALL PREPARATION WORK IS COMPLETED.**

PERMITS ARE GRANTED ON THE CONDITION THAT IF THE FACILITY IS NEEDED FOR A PARKS AND RECREATION DEPARTMENT FUNCTION, GRANTEE AGREES TO FORGO USE OF THE FACILITY. A FULL REFUND WILL BE MADE IF THIS OCCURS.

THE PERSON OBTAINING THE PERMIT MUST BE 21 YEARS OF AGE OR OLDER AND IS RESPONSIBLE FOR GROUP CONDUCT AND RESPECT FOR THE FACILITY.

I have read and understand the conditions of this permit and agree to abide by them.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Park Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:	Balance Due Date/Amount	Date Bal. Paid/Receipt #	Reservation #

Maintenance Dept: Was the field used by contracted party? Yes / No (circle one)
Condition of field(s) after rental (circle one): Good                      Unacceptable Additional Expenses Incurred: \$ _____
Maintenance Dept. Initials of Approval: _____

## PARK (FIELD) RULES & POLICIES

- A. No coaches, players, or managers are to intentionally throw at, bat or kick a ball against chain link fences, dug outs, or any building structure. Soft toss screens and batting cages are available for this sole purpose.
- B. No coaches, players, or managers are to climb over or onto fences or building structures for any reason.
- C. All warm-ups are to be within the confinements of the general playing area or grass areas at Smiley Park and Jubilee Park.
- D. No Swinging of bats or throwing of balls is permitted on the asphalt area within the center of the ball field complex at Smiley Park for the safety of all spectators and participants.
- E. No batting practice will be permitted outside of the general playing area with the exception of the use of the soft toss screens and the batting cage.
- F. No games are to resume if threatening weather is visible.
- G. No vehicles or any motorized vehicle (other than those used for physically challenged mobility) are permitted beyond any parking lot areas.
- H. All vehicles and motorized vehicles (other than those used for physically challenged mobility) are to be parked in any grass areas of the park. Parking lots must be utilized.
- I. A joint decision between the parties can determine if facility is playable but the Parks Department shall have the final decision as to whether the playing areas are indeed playable.
- J. No swimming is permitted in the pond at Smiley Park
- K. No alcoholic beverages may be consumed or are permitted on park premises or public property by City Ordinance 93.10***
- L. All trash must be placed in the appropriate trash receptacles provided. No littering is permitted by City Ordinance 96.21.
- M. The cleanliness and condition of said premises must be as orderly as they were found.
- N. Park Hours are 11:00pm to 6:00am.